



Acquisition Preparation Process for ISD Projects

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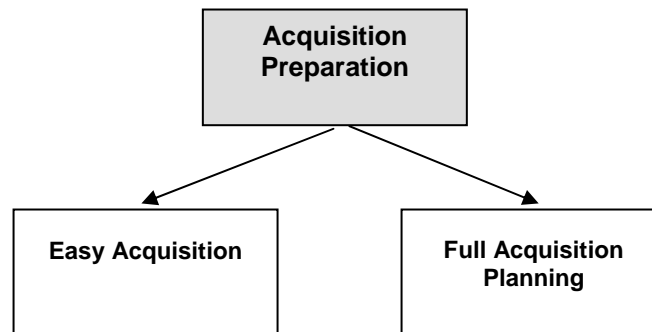
PAL Number: 4.1

Purpose The purpose of this process is to provide guidance to ISD software personnel in preparing for the acquisition of hardware, software, supplies, and/or services either as part of an ISD software project or as a subset of a larger flight or mission project (e.g., software subsystem). This process will identify the acquisition method to be followed, easy or full.

Scope This process is to be followed by all ISD software personnel involved with software projects. It affects the acquisition of off-the-shelf (OTS) hardware, OTS software, custom software, services, and/or supplies. An acquisition may be part of a larger, flight or mission level project/program.

**Context
Diagram**

Acquisition Processes for ISD Projects



**Roles and
Responsibilities**

Stakeholders (SH)

- Include managers, project team, Procurement, customers, end users, suppliers, and others affected within the organization.
- Support Acquisition Manager in preparing the acquisition strategy.

Acquisition Manager (AM)

- Determines strategy for acquisition
- Authors and maintains the Acquisition Strategy

***GUIDANCE:** The Product Development Lead (PDL) may serve as the*

Inputs	<ul style="list-style-type: none">• Statement of acquisition need from project planning process or external source	
Entry Criteria	<ul style="list-style-type: none">• Project planning process has been started or• External source has indicated the need for an item	
Exit Criteria	<ul style="list-style-type: none">• Acquisition type has been identified• Acquisition strategy has been documented	
Outputs	<ul style="list-style-type: none">• Acquisition strategy materials for inclusion in the Software Management Plan/Product Plan (SMP/PP) or Software Acquisition Management Plan (SAMP) such as:<ul style="list-style-type: none">○ Identification of acquisition method (easy or full)○ Identification of stakeholders○ Schedule for need dates and acquisition milestones○ Identification of resources for acquisition activities (budget, staff, facilities, etc.)○ Documented acquisition strategy○ Definition of measures associated with acquisition activities• List of items to be acquired and any relevant specifications	
Major Tasks	<ol style="list-style-type: none">1. Identify what needs to be acquired2. Develop a strategy for the acquisition3. Determine acquisition type4. Document acquisition strategy and determine next step	AM, SH AM, SH AM, SH AM, SH
Task 1	Identify what needs to be acquired a) Analyze customer requirements or statement of needs to determine what needs to be acquired b) Document items to be acquired c) Document any relevant specifications	AM, SH
Task 2	Develop a strategy for the acquisition Based on needs identified in Task 1: a) Determine schedule needs including dependencies among the acquisition activities, work products, and services b) Define roles, responsibilities, and authority for various aspects of the acquisition and confirm that those to whom the responsibilities and	AM, SH

authorities have been assigned understand and accept them

- c) Identify stakeholders and determine their involvement in acquisition activities such as planning, decisions, communication, coordination, reviews, requirements analysis, and resolution of problems/issues.
- d) Identify resources available for performing the acquisition (e.g., funding, people, tools (e.g., requirements tracking programs, project management and scheduling programs))
- e) Determine reporting requirements including plans for reviewing activities, status, and results of the acquisition process with higher level management and resolving issues and taking corrective action
- f) Define a data management strategy. Refer to ISD Guidelines for Data Management [check on name]

GUIDANCE: Ensure work products of the acquisition process (e.g., statements of work, supplier agreements, memoranda of agreement, preferred supplier lists) are placed under appropriate levels of control

- g) Define measurement strategy

GUIDANCE: Ensure the strategy provides insight into the performance of the acquisition process, its work products, and its service. Refer to [check name]

Task 3

Determine the acquisition type

AM, SH

- a) Determine rough cost estimate of items to be acquired and available budget and reconcile differences
- b) Work with organizational managers and/or Procurement to determine potential existing acquisition vehicles
- c) Determine method of acquisition – easy or full

GUIDANCE: Work with managers and/or Procurement to determine acquisition method. Table 1 provides guidance with respect to approximate contract value and the ensuing acquisition type.

Table 1. Contract Value vs. Acquisition Type*

Contract Value	If Non-Competitive Procurement, then	If Competitive Procurement, then	If OTS Procurement, then
\$0 to- \$2,500	Easy Acquisition	Easy Acquisition	Easy Acquisition
\$0 to \$100,000	Easy Acquisition	Easy Acquisition	Easy Acquisition
\$100,000 to \$5,000,000	Full Acquisition	Full Acquisition	Easy Acquisition
\$5 to \$50 Million	Full Acquisition	Full Acquisition and Integrated Evaluation Panel	Full Acquisition

			added	
	> \$50 Million	Full Acquisition	Full Acquisition and Source Evaluation Board added	Full Acquisition

*Check values with Procurement prior to use to ensure compliance with current regulations

Task 4 **Document acquisition strategy and determine next step** **AM, SH**

- a) Based on acquisition type, document acquisition strategy in appropriate place. For Easy Acquisitions, material needs to be incorporated in the SMP/PP. For Full Acquisitions, material needs to be incorporated in the SAMP. Reference PAL for templates for the SMP/PP and SAMP.
- b) Based on acquisition type, execute appropriate acquisition process (Easy Acquisition or Full Acquisition Planning).

Measures **Recommended Measures:**

- Effort spent on acquisition activities

Required Measures

- None identified

Tools and Templates

Name	Description
TBS	SMP/PP and SAMP

Training

Course Name	Description
	Acquisition process overview

Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>

References This process is consistent with the following policies, standards & references. Check the online referenced links to make sure you have the current version.

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD processes
- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process descriptions
- **Federal Acquisition Regulation (FAR) 7.105:** List of requirements that the Software Acquisition Management Plan must follow. Access via <http://code210.gsfc.nasa.gov/podorg.htm>
- **NASA FAR Supplement (NFS) 1807-105:** NASA supplement to the FAR that includes additional requirements that must be followed.

Access via <http://code210.gsfc.nasa.gov/podorg.htm>

- **NASA Software Engineering Requirements, NPR 7150.2**
Access via NODIS at <http://nodis.hq.nasa.gov>.
- **Procurement, GPR 5100.1E:** Access via GSFC Directives Management System (GDMS) at <http://gdms.gsfc.nasa.gov>
- **Government Cost Estimates for Acquisitions Exceeding the Micro-Purchase Threshold, GPR 5100.5A:** Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Credit Card Procurement Cardholder Procedures, 210-WI-5100.1.3C:** Directive that outlines procedures for Procurement Credit Cardholders. Access via GDMS at <http://gdms.gsfc.nasa.gov>
- **Numerous Other Procurement Documents and Templates:**
Access via Procurement website at <http://code210.gsfc.nasa.gov>

Quality Management System Records	Controlled Document	Record Custodian
	None	

Change History	Version	Date	Description of Improvements
	1.0	4/24/06	Initial approved version by CCB